

COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject

Capital Facilities Planning

**Policy
Number**

G-16

Page

1 of 8

Purpose

To establish a policy which provides both a centralized comprehensive program and responsible agency for managing capital facilities and space needs of the County, and; establishes general objectives and standards for the location, design, and occupancy of County-owned or leased facilities.

Background

On June 4, 1996, the Board of Supervisors recognized the need for the County to prepare a comprehensive plan to guide the multi-year planning and budgeting of County capital projects and directed the Chief Administrator to prepare a comprehensive Capital Improvements Plan for FY 97-98. On April 15, 1997, the Board accepted the FY 97-98 Capital Improvements Plan which was used to develop the FY 97-98 capital budget and the capital facilities planning program outlined in this policy.

The Board of Supervisors has jurisdiction over the acquisition, use and disposal of County-owned real property and County-leased property under the authority of Government Code Section 23004.

Because the facility assets of the County are extensive, it is essential that an effective strategy be developed to manage and plan for current and long term capital and space needs.

To ensure that these needs are properly met, an efficient and cost-effective capital facilities planning program is essential. Such a program requires:

- A central point of contact for County-wide capital facility and space planning.
- An emphasis on providing the Board of Supervisors with the ability to control the expansion or reduction of capital facility and space needs in an orderly manner.
- The flexibility to respond to routine department space requests.
- The ability to effectively respond to changes in department operations and facility requirements.
- The ability to prioritize capital facilities projects in context to a multi-year County-wide strategic plan which includes defined funding sources and program needs, and to make budget

COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject

Capital Facilities Planning

**Policy
Number**

G-16

Page

2 of 8

recommendations through the comprehensive
Capital Improvements Plan on an annual basis.

In selecting the location of County facilities, the needs and concerns of the local community as well as the program, operating costs, public transit and other critical factors should be considered. Because site selection is critical to providing cost-effective programs to the public, an organized program of pre-planning is essential and should include the eventual development of a County-wide capital facilities master plan.

The management of County-owned and leased facilities is centralized in the Department of General Services where capital costs, operating expenses and ongoing major maintenance needs are evaluated. Minimum design standards should also be established to guide the use of appropriate techniques, materials and technology to improve accessibility, energy performance, resource utilization, and the work environment in County-owned or leased facilities.

Implementation of this policy is coordinated by the Department of General Services as is the preparation of the annual Capital Improvements Plan. A working committee with representatives from departments frequently impacted by capital and space issues should be established to help steer the capital planning and space management process.

A number of funding mechanisms have been used by the County to finance facilities. In addition to the capital outlay and penalty assessment funds, other financing and revenue alternatives are available and should be evaluated. (See Board Policies B-37 - Capital Outlay Fund and B-69 - Penalty Assessment Fund).

Thirteen Board Policies and five Administrative Manual sections were identified as addressing capital facility related issues. The following five of those policies have been incorporated into the Capital Facilities Planning policy:

G-13 - Space Management

G-7 - Facility Standards for Employees in County Buildings

G-15 - Design Standards for County Employees

F-20 - Location of County Facilities

F-37 - Obtaining Additional Space for County Use

The other policies dealing with leasing and disposing of real property, special funds, contracting and the Edgemoor site have been amended, where appropriate, and retained or consolidated. Two Administrative Manual sections (0050-01 - Space Requirements Analysis, Procedures and Standards, and 0050-06 - Capital, Space and Maintenance Requests) have been combined into one Capital Facilities Planning section, with the other three updated and retained.

COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject

Capital Facilities Planning

**Policy
Number**

G-16

Page

3 of 8

This policy is intended to provide the framework for capital facility planning. Processing details are included in the new Administrative Manual section on Capital Facility Planning.

Policy

It is the policy of the Board of Supervisors that:

1. The Director of General Services shall be responsible for all capital and space management activities and shall establish a capital facilities planning section in order to:

A. Plan and coordinate the County's capital facilities and space needs.

B. Manage the growth, reduction or reassignment of County space, including review of expiring leases.

C. Evaluate alternative funding sources for their applicability to specific projects.

D. Review all unsolicited developer proposals dealing with capital and space issues.

E. Establish and maintain a comprehensive, automated property database.

F. Establish a "single point of contact" for all capital and space requests.

G. Establish a "rapid response team" to process simple space requests not included in the Capital Improvements Plan in a timely manner.

H. Prepare an annual comprehensive Capital Improvements Plan for the County. [see 2 below]

I. Prepare facility master plans and assist County departments in the preparation of strategic facility plans. [see 3 below]

J. Prepare a comprehensive master plan for County facilities. [see 4 below]

COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject

Capital Facilities Planning

**Policy
Number**

G-16

Page

4 of 8

K. Establish appropriate space standards.

L. Validate department space requests.

M. Estimate costs for capital and space requests.

N. Concur on all letters docketed with the Board of Supervisors that address capital and space needs, including acquisition, vacating space and remodeling.

O. Conduct facility audits to maintain the County-property database.

P. Establish a working committee consisting of representatives from the Departments of General Services, Information Services and Auditor Controller/Chief Financial Office to review technical and funding aspects of projects submitted for inclusion in the Capital Improvements Plan.

Q. Establish minimum location and design standards for County-owned and leased facilities. [see 6 below]

2. A comprehensive Capital Improvements Plan shall be prepared annually which includes requests for department needs related to capital projects, major maintenance, equipment, and rents and leases. In addition:

A. The Capital Improvements Plan shall make fiscal year and multi-year recommendations for capital projects, major maintenance and equipment. Funding sources shall be identified.

B. Capital projects shall be prioritized using specific criteria including but not limited to:

- emergency need
- full committed funding
- legislative mandate
- legal contractual obligation
- health and safety
- completion of an on-going project
- strategic importance

COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject

Capital Facilities Planning

**Policy
Number**

G-16

Page

5 of 8

Requests will also be evaluated on their conformance to approved facility master plans and strategic facility plans.

C. Rents and leases shall be organized by lease-end date and reviewed for conformance to department strategic facility plans and funding sources.

D. Capital projects shall be considered only during the annual budget process, unless a request is critical and meets at least one of the following criteria:

1. Public or employee health/safety is threatened by existing or imminent conditions.
2. The County will face financial harm (property damage, loss of revenue, litigation, etc.) if action to obtain space is not taken promptly.
3. The Board of Supervisors has approved a new program or program change which specifically includes additional space and funding for space related costs.
4. The Director of the Department of General Services has categorized the request as simple and it can be handled by the "rapid response team."

3. The Director of General Services shall be responsible for preparing and updating facility master plans. If consultant services are needed, the capital facilities planning section shall prepare requests for qualifications and/or proposals. Department multi-year strategic plans shall include a facility needs and related costs component. The capital facilities planning section shall assist departments in preparing this component. To properly plan for future facility needs the following additional cost items shall be identified in department strategic facility plans:

A. Cost of leasing or purchasing a facility.

COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject

Capital Facilities Planning

**Policy
Number**

G-16

Page

6 of 8

B. Start-up costs, including necessary furniture and equipment, moving costs, etc.

C. Installation of telephone and data equipment and wiring.

D. Ongoing maintenance and utility costs.

E. Additional overhead costs.

4. A County-wide facilities master plan shall be prepared that incorporates facility master plans and department strategic facility plans. The County-wide facilities master plan will be based on the property data base currently being created by the County-wide facilities audit, scheduled for completion in 1998. The County-wide facilities master plan will be a graphic overview of what the County owns, occupies and uses including tenant and site information. It will be used to develop multi-year program and capital facility projections, implemented through the Capital Improvements Plan.

5. Minimum location and design standards shall be prepared for County owned and leased facilities. When locating and designing facilities, the County shall be guided by the same standards it would require from the public sector. The following criteria shall also be considered:

A. Location

1. Access to the facility by the population utilizing the services
2. Access to public transportation that would serve the public and employees
3. The opportunity to revitalize an area and stimulate desirable neighborhood characteristics, and /or assist in the implementation of planned land use patterns within any community.
4. The opportunity to maximize the use of County owned facilities by co-locating programs for public convenience and operational cost savings.
5. The facility and/or occupancy costs.
6. The establishment of an equity position.

COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject

Capital Facilities Planning

**Policy
Number**

G-16

Page

7 of 8

7. The replacement of lease costs with fixed debt service and eventual retirement, when appropriate.

8. Degree of significant community concern.

B. Design

1. Provide safe, functional, aesthetically pleasing facilities at reasonable cost.

2. Maximize the exterior and interior life of facilities while considering facility design and construction costs.

3. Set environmental standards which maximize energy conservation and efficiency, while providing a comfortable, efficient work environment for building occupants.

4. Promote recycling and conservation of resources, and incorporate methods and systems for recycling solid and liquid waste into the planning of County facilities.

5. Provide adequate lunch and lounge areas for County employees.

6. Provide adequate accessibility for disabled individuals.

6. The Board of Supervisors shall approve space requirements for a facility when approving a Capital project. Space requirements for a facility, once approved by the Board of Supervisors, shall not be increased without further approval by the Board. The Director of General Services is authorized to make minor adjustments (ten percent or less) to the approved requirements if necessitated by facility configuration or adaption of an activity to a specific site.

7. When locating facilities that may have potential public concern, the Director of General Services shall notify the Supervisor in whose district the facility is proposed to be located and provide information on the size, program and estimated impact on the community. In addition the following notification requirements shall also be followed:

A. In compliance with Government Code Section 65402, information on location, purpose and extent of the facility shall be provided to the local planning agency and a conformance to general plan report shall be requested.

COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject

Capital Facilities Planning

**Policy
Number**

G-16

Page

8 of 8

B. In compliance with Government Code Section 25351, the Director of General Services shall notify the city clerk in writing at least 60 days prior to going out to bid to construct a County building, expand an existing building, expand the use of an existing building, or enter into a lease of a building within the incorporated territory of a city. In situations where a bid process is not used, the city clerk shall be notified at least 60 days prior to the construction, expansion or lease of a building. The Director of General Services may request the city council to waive the 60-day notification by resolution.

C. If a facility is proposed to be located in the unincorporated area, County staff shall notify the appropriate citizens planning or sponsor group in writing, at least 60 days prior to acquiring or expanding a facility or acquiring land.

Sunset Date

This policy will be reviewed for consideration by 12-31-02.

Board Action

12-09-97 (19)

CAO Reference

1. Department of General Services
2. Chief Administrative Officer
3. Auditor and Controller